

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 0509***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: DEVELOPMENT COORDINATOR**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform technical work associated with reviewing engineering and construction plans, inspecting construction work, and enforcing city code requirements relating to construction of streets and roads, new subdivisions, sidewalks, curbs and gutters, sanitary sewers, stormwater drainage structures, landscaping, and commercial and industrial buildings.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Reviews and approves construction plans and subdivision plats, including designs for streets and roads, sidewalks, curbs and gutters, sanitary sewers, stormwater drainage structures, landscaping, and commercial and industrial building site plans.

Inspects construction of streets and roads, sidewalks, curbs and gutters, sanitary sewers, stormwater drainage structures, landscaping, and site improvements; inspects materials used on construction projects to ensure compliance with established specifications; inspects, measures, and records quantity and quality of materials used on projects to ensure they are built according to approved construction plans and in compliance with applicable codes.

Enforces all applicable codes, laws, rules, regulations, specifications, standards, policies and procedures; approves or rejects construction work as appropriate; initiates any actions necessary to correct deviations or violations.

Consults with engineers, architects, surveyors, developers, contractors, attorneys, property owners, as needed; assists with problem situations; provides information and technical expertise.

Responds to complaints and questions related to review and approval of designs for new subdivisions, streets and roads, sidewalks, curbs and gutters, sanitary sewers, stormwater drainage structures, landscaping, and commercial and industrial building site plans.

Issues court citations to violators of city ordinances related to construction and landscaping activities.

Conducts research of engineering plans, plats, deeds, and other records as needed.

Reviews, prepares or completes various forms, reports, correspondence, bond cost estimates, repair orders, or other construction-related documents.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, database, or other software programs.

Operates a variety of equipment, tools and instruments associated with plans review and construction inspection activities, which may include a utility vehicle, camera, mobile telephone, radio communications equipment, drafting tools, surveying tools, measuring instruments, testing instruments, and calculator.

Communicates with supervisor, other departments, engineers, architects, surveyors, developers, contractors, property owners, and other groups or individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Associate's degree with course work emphasis in civil engineering, land surveying, landscape design, stormwater design, or public works construction; supplemented by three (3) years previous experience and/or training that includes civil engineering, land surveying, and construction of roads, bridges, sanitary sewer systems, stormwater drainage structures, landscaping, and commercial and industrial building site improvements; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a Special Police Commission to issue citations. Must possess and maintain a valid Tennessee Driver's License.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, traffic hazards, toxic agents, or violence.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.